



COMMONWEALTH of VIRGINIA

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TO: Agency Fiscal Officers & CAPP Manual Users

FROM: Michael E. Rider, EDP

SUBJECT: Commonwealth Accounting Policies and Procedures (CAPP) Manual—
Update No. 71 / CARS

**One CARS
Topic Updated**

Topic No. 20336, Agency Travel Processing

This topic has been revised significantly in the Travel Charge Card section beginning on **Pages 2-8**.

Page 14 contains new information about Dollar Check Charges.

Pages 16 and 17 illustrate two new forms added related to the Travel Charge Program.

Pages 18 and 19 include updates to the DOA Contacts section for this topic.

**Status
Summary
Sheet**

An updated *Status Summary Sheet* is shown at our web site and displays the following for each *CAPP Manual* topic:

- Number and Title
- Page Length
- Latest Revision Date

Recent Updates

- Update 71 (CARS)—included here
 - Update 70 (CARS)—
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**DOA's
CAPP Manual
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